School Access Module – SAM

Start of Academic Year Procedures

Contents

Introduction and timeframes

As we approach the start of the next academic year there are a few areas within SAM that need your attention, these are:

1. **All Schools –** Over the summer period we have received a large number of applications across all year groups and for all schools. Before any offers can be made, all schools must accept or reject any claims made such as sibling claims by no later than **Friday 9 September 2022**
2. AA schools must rank and apply waiting list positions to any application that has been made during the summer period by no later than **Friday 9 September 2022**
3. Vacancy figures must be checked and updated by no later than **Friday 9 September 2022**
4. New intake (Reception, Year 3 (junior schools only) and Year 7) pupils must be given a start date in SAM by no later than **Friday 30 September 2022.**

The SAM User Guide provides details regarding 1-3 above however the process for placing pupils on roll for the new intake (Cohort) is slightly different so the below guide should be used.

Admissions have now closed the Cohort process and any application for a school place to start Reception, Year 3 (Junior school) or Year 7 received now will be considered as In Year. Pupils that were on your waiting list for these year groups have been migrated over to the relevant In Year rounds.

As schools have been closed over the summer period, admissions have not made any In Year offers and parents have been advised that the first set of offers will be made on **Monday 12 September 2022**. It is therefore essential that your vacancy figures are up-to-date by no later than the **Friday 9 September 2022** – It is appreciated that not all pupils will have started by this date so please ensure that the attendance count number includes all expected pupils. Please remember we use your attendance count to work out vacancies. Eg. If your school was offered 90 pupils and only 75 have started, enter 90 in the attendance count to ensure we do not offer another 15 pupils.

Indicating a Pupil is On Roll - Cohort

As soon as a pupil is admitted to the school, you **must** update SAM with this information.

This involves schools completing **2 Steps**

1. Putting an on roll date in SAM for the pupil
2. Updating the schools attendance count (covered in next section)

From the Home screen choose the round (year group) you wish to work on and click round summary.

From the Home screen choose the relevant round

- For Infant and Primary School select "Starting Infant/Primary School in September 2022"
- For Junior schools select "Infant to Junior Transfer for 2022"
- For Secondary Schools select "Starting Secondary School in 2022"

Select the 'View Indicators/On Roll Date' option from the Applicants Section.

From the left hand side options pane, click the On Roll Date option and then Search. This will show you all the pupil's offered places that have not yet been given an on roll date

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Infant and Primary schools that have a nursery

If a child has been offered your school and they were on roll at the nursery previously, the date they started at the nursery will be populated automatically, please **DO NOT** change this date

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To add the on roll date to the pupil click on the blue pen icon
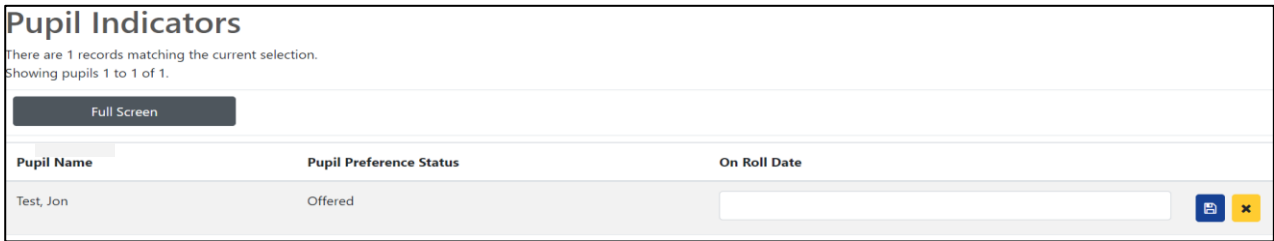
Here you can enter the pupils on roll date, this can either be entered by tying the date in dd/mm/yyyy format or by using the inbuilt calendar function.

Once the date has been entered click the save icon

Indicating a Pupil is On Roll – In Year

As soon as a pupil is admitted to the school, you **must** update SAM with this information.

This involves schools completing **3 Steps**

3. Putting an on roll date in SAM for the pupil
4. Changing the status from offered to parent accepted
5. Updating the schools attendance count (covered in next section)

Please ensure that you follow the steps in the above order.

Changing the status to 'parent accepted' will allow your school and the LA to easily identify pupils who have already been admitted.
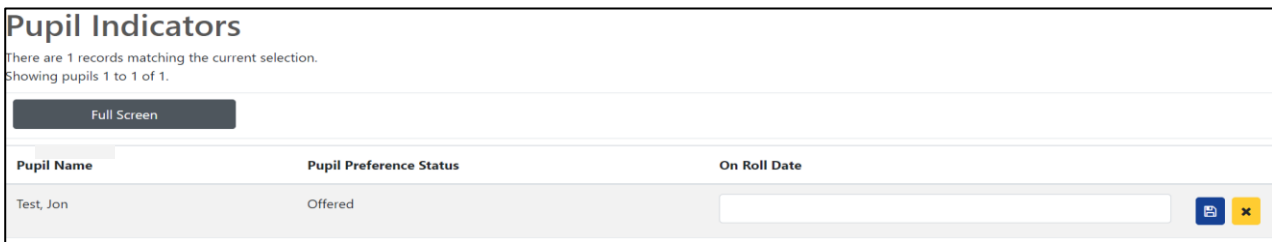
From the Home screen choose the round (year group) you wish to work on and click round summary.

Select the 'View Indicators/On Roll Date' option from the Applicants Section.
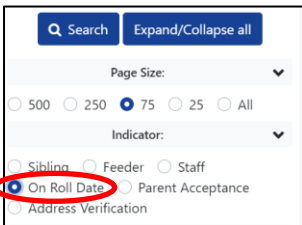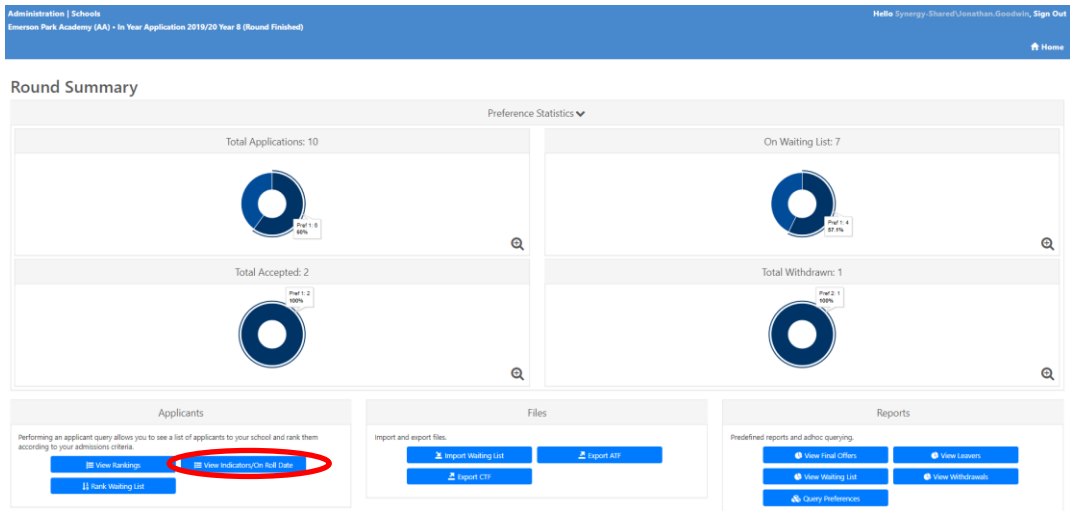
From the left hand side options pane, click the On Roll Date option and then Search. This will show you all the pupil's offered places that have not yet been given an on roll date

To add the on roll date to the pupil click on the blue pen icon

Pupil Indicators

There are 1 records matching the current selection.
Showing pupils 1 to 1 of 1.

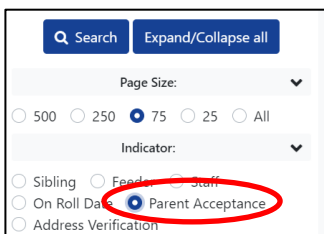| Full Screen			
Pupil Name	**Pupil Preference Status**	**On Roll Date**	
Test, Jon	Offered		

Here you can enter the pupils on roll date, this can either be entered by tying the date in dd/mm/yyyy format or by using the inbuilt calendar function.

Once the date has been entered click the save icon

Changing the status from offered to parent accepted

This must only be done after you have given the pupil an on roll date

After you have added an on roll date you will be taken back to the previous page, where you will now see an on roll date next to the pupil.
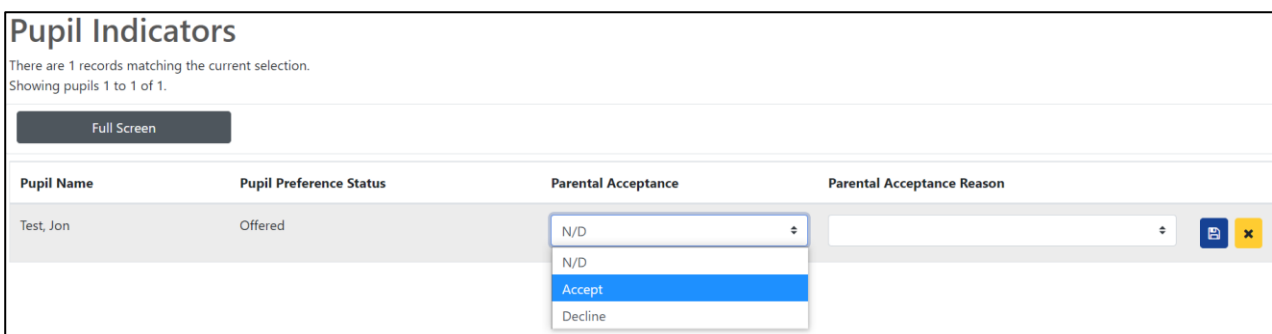

From the left hand side options pane, click the Parent Acceptance option and then Search.

Click on the blue pen icon to the right of the screen next to the pupil you have just given an on roll date to

Pupil Indicators

There are 1 records matching the current selection.
Showing pupils 1 to 1 of 1.

Full Screen			
Pupil Name	**Pupil Preference Status**	**Parental Acceptance**	**Parental Acceptance Reason**
Test, Jon	Offered	N/D	
		N/D	
		Accept	
		Decline	

Change the Parental Acceptance status from N/D to Accept and click save. **PLEASE DO NOT SELECT DECLINE – SEE BELOW FOR EXPLANATION**

PARENT STATUS 'DECLINE'

The 'Decline' option should NEVER be used, the option does not release a vacancy and therefore will make your figures inaccurate. If a parent informs you that they are refusing the offer, please email the School Admissions Team with the details and we will ensure that the child is still accessing education elsewhere and then withdraw the offer which will release the vacancy.

All Schools - Numbers on Roll / Round Management

The admissions team have now closed the Starting Secondary / Reception and Infant to Junior transfer rounds. Any one that was on a waiting list in these rounds has been migrated over to the relevant in year round.

You will need to ensure that your attendance counts (numbers on roll) are correct in SAM in the new In Year Round, for example:

INFANT AND PRIMARY SCHOOLS
Reception attendance count **MUST** be updated in the 'In Year Application 2022/23 Reception' round and **NOT** the 'Starting Infant/primary school in 2022' round.

JUNIOR SCHOOLS
Year 3 attendance count **MUST** be updated in the 'In Year Application 2022/23 Year 3' round and **NOT** the 'Infant to Junior Transfer For 2022' round.

SECONDARY SCHOOLS
Year 7 attendance count **MUST** be updated in the 'In Year Application 2022/23 Year 7' round and **NOT** the 'Starting Secondary School in 2022' round.

From the home screen select Round Management. You do not need to select an admissions round.

You will be presented with the Round Management screen that enables you to update your schools attendance counts.


Editable fields are displayed in yellow.

The attendance count displays the total number of pupils attending the school and currently on roll. **This number must be updated when new pupils are placed on roll following an offer from the School Admissions Team. You will also need to update the attendance count field to reflect any leavers.**

The 'No. of places available' displays the number of places that the school has for each year group. This is usually the same as your PAN. It is not your vacancy numbers.

To edit the attendance count number, click on the blue pen icon to the left of the round (year group) you wish to update.

Make your changes as required and click the blue save icon to update the admissions database or click the cross icon to cancel your changes.

The School Admissions Team will offer places based on the number in the vacancy column. It is imperative that your attendance count numbers are correct.

The School Admissions Team **will not** take responsibility for this information being input incorrectly. If the number is input incorrectly and the School Admissions Team make an offer which results in the school being placed over the admissions number, the school will be expected to admit this pupil with immediate effect.

The system works out your vacancy figure using the following calculation.

No. of Places Available   *minus*   Attendance Count   *plus*   No. of Places Offered / Accepted but not yet on roll

Example:

	Round	Band	Band Hierarchy	Lock Band	PAN	Attendance Count	No. of Places Available	No. of Places Requested	No. of Places Offered / Accepted	No. of Places Offered / Accepted but not yet on roll	No. of Places Withdrawn / Declined	Vacancies	No. on Waiting List
	In Year Application 2019/20 Year 8			No	210	208	210	7	2	2	1	0	7

210 (No. of Places Available)   *minus*   208 (Attendance count)   *plus*   2 (No. of Places offered / Accepted but not yet on roll)   =   0 Vacancies